

**Iowa Telecommunications & Technology Commission**  
**Grimes State Office Building, 1st Floor**  
**400 E. 14th Street, Des Moines, IA 50319**  
**FINAL**  
**June 17, 2015**

To ensure the most efficient use of State resources, the June 17, 2015 ITTC meeting was held via telephone conference pursuant to Iowa Code section 21.8. A telephone conference also ensured more Commissioners were able to participate in the meeting and reduced the risk of delays caused by weather or other impediments to travel. The meeting was accessible to members of the public through attendance at the Grimes State Office Building.

**I. Roll Call:**

- **Commissioners Present:**

- Richard Bruner, Chair (on-site)
  - Kelly Dolan Lange, Member (tele-conference)
  - Timothy Lapointe, Member (tele-conference)
  - Kate Kohorst, Member (tele-conference)
  - Mary Mosiman, Ex-Officio Member (tele-conference)

- **Iowa Communications Network Staff Present:**

- Ric Lumbard, Executive Director
  - Mark Johnson, Chief Operating Officer
  - Deb Evans, Chief Financial Officer
  - David Marley, Operations Manager
  - Philip Groner, Business Services Manager
  - Mike Cruise, Financial Manager
  - Jontell Harris, Government Relations Director
  - Jessica Jensen, Executive Administrator (Recorder/Minutes)
  - Scott Pappan, Engineering Manager
  - Helen Troyanovich, Cyber Security Manager
  - Lori Larsen, Communications Director

- **Guests:**

- Ray Warner – Iowa Network Services (INS)

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**II. Call to Order**

- Chairperson Bruner called the meeting to order at 10:33 am. It was noted that a quorum of members were present for the meeting.
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### III. Approval of May 21, 2015 Meeting Minutes

- Chair Bruner requested a motion to approve the May 21, 2015 Meeting Minutes. Commissioner Lapointe moved to approve the minutes and Commissioner Lange seconded. The motion passed unanimously.

Commissioner Kohorst - Yes  
Commissioner Dolan Lange – Yes  
Commissioner Lapointe – Yes  
Commissioner Bruner - Yes

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### IV. Old Business:

- FirstNet Update - Ric Lombard**

Iowa FirstNet Milestone Event – The state of Iowa was recognized by Connected Nation (Connect Iowa) for the leadership in FirstNet data acquisition. Also, Sgt. Tom Lampe was recognized. Sgt. Lampe is the Chair of the Iowa Statewide Interoperability Communications System Board (ISICSB). At the event, the ICN was appreciated for the work that was completed. Iowa was the first state to complete the data acquisition process. It was great recognition for the FirstNet process overall. There are more processes to come and it was great to see the appreciations from FirstNet on the process overall.

*Comments:*

Chair Bruner: Great recognition for the state of Iowa and Sgt. Tom Lampe. It seems as though Iowa is leading the pack in the FirstNet process.

- Legislative Update – Mark Johnson**

It appears the legislature is finished with the 2015 session. There is talk that the Governor could veto the education funding language that was passed and the legislature could then possibly come back. The \$2.24 million appropriation that funds state agency telecommunications was approved in the infrastructure bill. From the ICN perspective, it seems to have been a successful session. The broadband bill that was introduced did pass, however it did not contain any language pertaining to the ICN.

*Comments:*

Chair Bruner: They did do a slight revision to Iowa Code 8D.

Johnson: Yes, the State Chief Information Officer (OCIO) will be an Ex-Officio Member of the ITTC once the legislation is signed.

- Finance Update – Mike Cruise**

Finances update thru May of 2015:

- Year-to-date (YTD) - positive cash flow after equipment purchases of \$1.9M
- Revenue is within 0.45% of budget
- Direct Expenses are 22% below budget
- Total gross margin 72.3%
- Indirect and direct general administrative expenses are within 1% of budget
- No major financial events for the month
- Audit proceedings started this week and the budget fiscal year (FY) 2016-2017 was extended until June 22<sup>nd</sup>
- Working on a new allocation structure that should be completed by August 1

*Comments:*

Commissioner Lapointe: Under the "Professional and General Administrative" heading of the budget, of the six budgeted positions that are not filled, what are the plans for those and how will that effect the budget moving forward?

Mike Cruise: Business Services has two positions open, Cyber Security has one position open, Operations has one open, Finance has two so there are six positions overall.

Commissioner Lapointe: We have money to pay for those even though we are up against the amount?

Mike Cruise: Yes, they are included the budget.

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**V. New Business**

- **2015-2016 ICN Blueprint Document – Ric Lumbard**

Ric appreciated the Commission for attending the ICN All Staff Meeting. Page six in the Blueprint Document is the most important page. One vision, three mandates and seven goals are included on page six. The "Mains and Plains" section is what the ICN will begin to form the organization around in the upcoming months. The Blueprint document will serve as a roadmap for the ICN in the next 12 months.

*Comments:*

Commissioner Bruner: I have been in the business for a long time. Every year there has been a strategic plan and it is soon forgotten. I think this is a great blueprint to move forward and is very actionable. I give you a lot of credit for putting the blueprint together and moving forward.

Commissioner Lapointe: I have sat through many strategic planning sessions on this Commission and I appreciate how this was executed. I appreciate how others were brought in as strategic partners. I heard many positive comments from our strategic partners and it does wonders for everyone's morale as well as it reinforces our belief in leadership. It is something that needs to be done annually. Thanks Ric. It was very motivational and it influenced people who work for the state of Iowa and the users of the network.

- **2015-2016 ICN DTR Document - Ric Lombard**

This is a structural document that is new for the ICN. It is a new document that provides great clarity on who does what in the organization. This brings clarity to the ICN and is a living document. If there are any questions of who does what in the ICN, this document will clarify those questions and it is part of the language culture in the ICN.

*Comments:*

Chair Bruner: Very clearly defined job descriptions.

Commissioner Kohorst: I found this a fascinating process and wanted to recognize Ric for that. Also, since there was a quorum at the meeting there should be minutes completed for the meeting.

- **2015-2016 Signature Approval Matrix – Mark Johnson**

The organization structure of the ICN has changed and we have a recommendation on how we complete signing authorities.

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#### **ITTC BINDING OF CONTRACTS: 2015-2016**

- **2003:** The ITTC approved adding the Director of Finance Division to that of the Executive Director and the Contracting Officer for signature authority in binding the ITTC to:
  - Contracts
  - Agreements
  - MOU's and MOA's
  - Other legal documents involving the ICN or ITTC as one of the parties
- **2015: Recommendation**
  - **Chief Operating Officer (COO)** to serve as the Primary Contracting Officer

- **Chief Financial Officer (CFO)** to serve as the Secondary Contracting Officer
- **Chief Financial Officer (CFO)** to sign ALL financial documents for:
  - SAE (DAS/State Accounting Enterprise)
  - Vendors
  - Registered Signature Officer for USAC
- **Executive Director** to sign:
  - Sole Source Agreements
  - Consortium Agreements
  - Employee Salary Treatments
  - Partnership Agreements
  - Executive Council Requests

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The ICN sought the approval and vote of the Commission for the signing authority's document.

Kohorst moved for approval and Commissioner Lange seconded the motion.

Commissioner Kohorst - Yes  
Commissioner Dolan Lange – Yes  
Commissioner Lapointe – Yes  
Commissioner Bruner – Yes

The motion passed unanimously.

- **Contracting Notification (Vendor of Last Resort) – Ric Lumbard**

There is a contracting process that is being vetted out. It may affect the private sector a bit and the ICN has over 700 contracts right now in regard to public/private partnerships. Exposure has been identified that when the vendors don't understand the procurement process, it can result in issues. The ICN has had to stop Request for Proposals (RFP) and contracts because of vendor disengagements. If partnerships fall down it causes issues within the ICN. There has not been a good way to handle vendors who do not meet expectations. The ICN has looked at how we hold ourselves accountable to contracts as well as how we hold vendors accountable to contracts. The ICN has had exposure with vendor experiences where vendors have stepped out of the agreement and forced the ICN to rebid. That process creates great distain in the private sector. The proposal the ICN is working on addresses the vendors who are chronic offenders and the ICN will start using a list by the name of "Vendor of the Last Resort". The ICN will bring the vendor in for a face-to-face meeting and inform the vendor they have an opportunity to make up for prior performance problems. If the vendor does not correct the problem they will be put on a "Vendor of Last Resort" list for a year and

then be re-evaluated after that year. The ICN has been powerless on the selection process with vendors that don't hold up their end of the deal. We are doing this as a protection for the ICN.

*Comments:*

Commissioner Kohorst: Document, document, document!

Commissioner Bruner: This is an important issue because if someone doesn't perform it is irritating to the private companies when they go through all of the work they do to bid on an RFP and then have to turn around and bid again because another vendor doesn't fulfill a bid. Companies need to be held accountable to their performance. When companies have to rebid they get frustrated and it gives us a way to work with those that don't perform.

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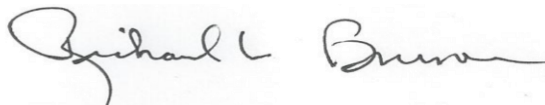
**VI. Other Business**

- Ric Lumbard: By way of notice: Lori Larsen, Mark Johnson and Deb Evans have been working with IPTV on revaluing the partnership with IPTV. In the history of working with IPTV it was mutually beneficial for each organization. Since IPTV has changed to PBS Learning Media, the ICN has stopped receiving value from IPTV and together, with IPTV, have looked at the process and are trying to add value back to the relationship. We are changing how the ICN supports IPTV.
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**VII. Adjournment**

- Commissioner Kohorst moved that the meeting be adjourned. Commissioner Lapointe seconded the motion. The ITTC meeting adjourned at 11:06 a.m.
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ATTESTED TO:



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Richard Bruner, Chair, Iowa Telecommunications and Technology  
Commission